

Figure 1

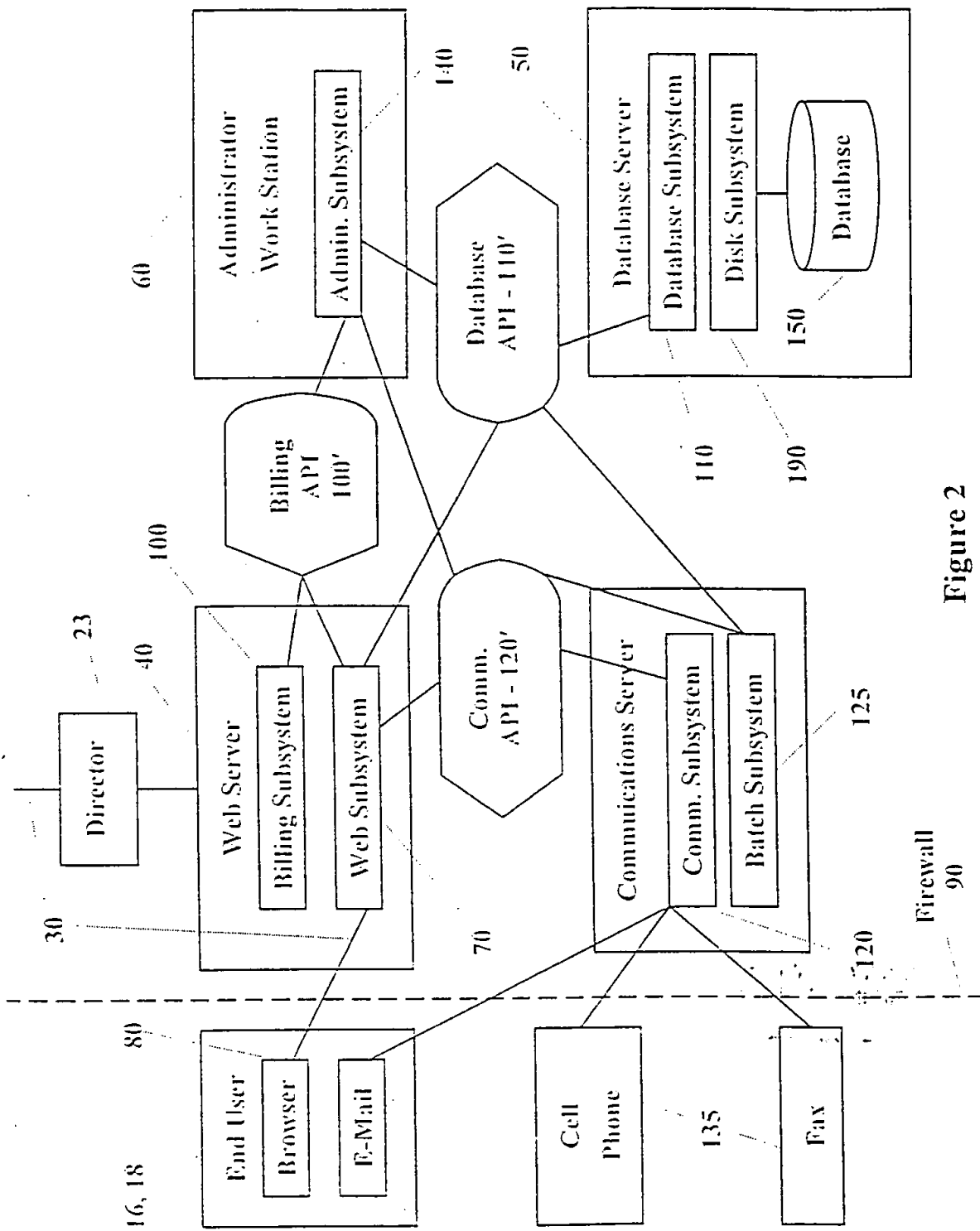


Figure 2

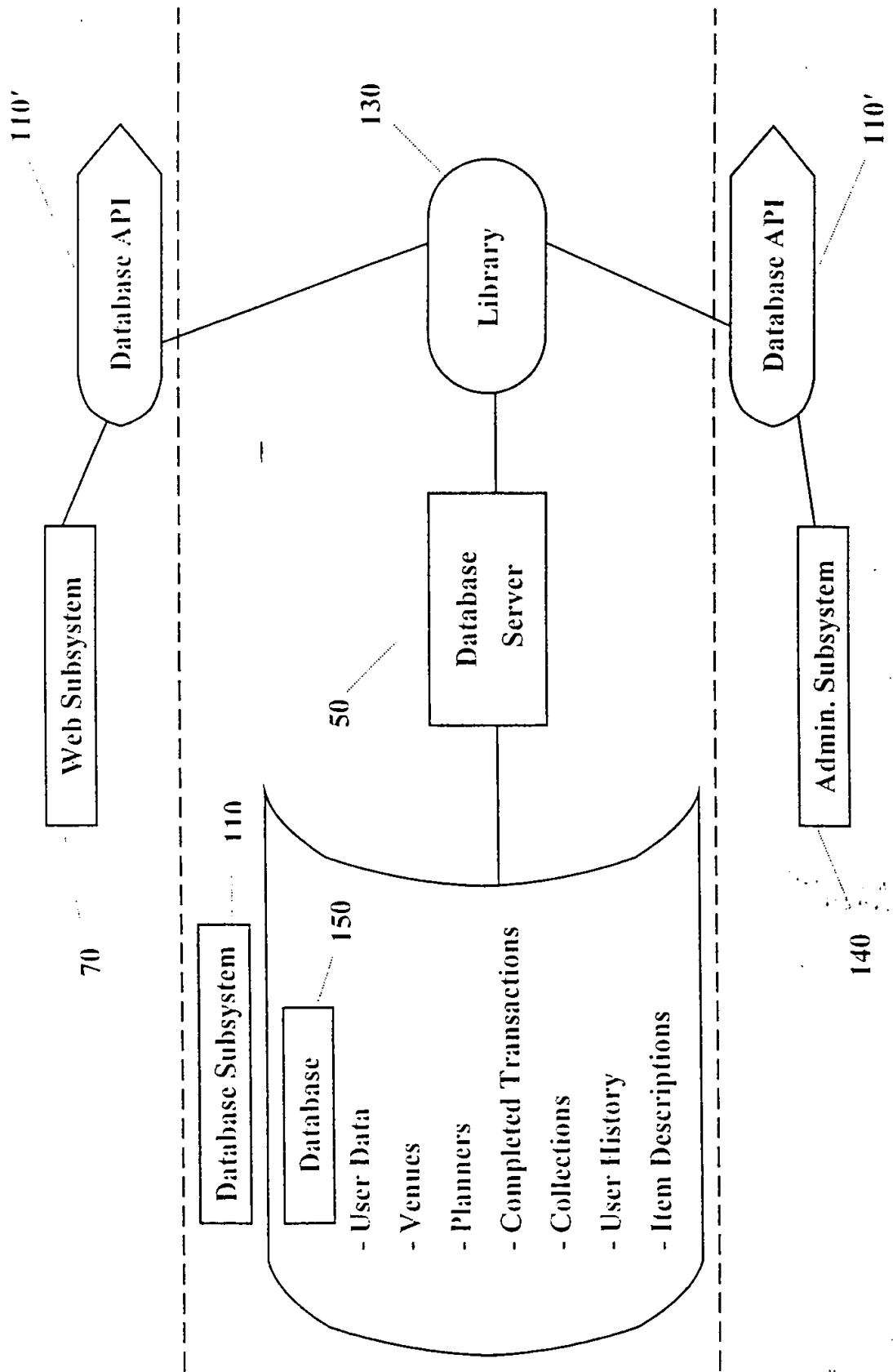


Figure 3

E-Z EVENT

PLANNERS

VENUES

201

About

FAQ

Admission
Board

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~~~~~

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Terms

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E164

EE2 EVENT

SIGN-IN

user name

password

208

E165

# E-Z EVENT

Register

NAME

ADDRESS

BUSINESS

Phone

e-mail

[URL]

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## STEP 1

Fill in your event date completely from the choices below and click

Select the exact date(s) and time(s) of your event. Simply click on drop down arrows to specify the duration of your event. If you have an alternative date in mind, list it in the alternate date field.

Time event begins? \*

8 : 00 PM

21

Event date ? \*

8 / 10 / 2000

Estimated Event Duration? \*

5 hour(s) 00 min(s)

Venue type ? \*

Restaurants

Enter Alternate date(s), range of dates, etc. for the above event

August 14, 2000

Next

Click 'Next' to continue.

\* Required input field

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## STEP 2

Fill in your choices from the choices below and click Next

If a cocktail hour applies to your event, click drop-down arrow, and specify the amount of time.

Cocktail Hour ?

1 Hour well

Type of Event ? \*

Fund Raiser

Private Room ?

Yes

Preferred Menu Type ?

Buffet

[Home](#)

Personal event title (i.e. ABC Corp.'s Annual Sales Kick-off)

Jones For Congress Kickoff

Go back

Next

Note: If your event calls for an open bar before, during, or after dinner, here's your chance to plan group cocktails. Next, simply click drop-down arrow and select the type of event that most closely describes your event. This will notify the restaurants as to the nature of your event.

\* Required input field

The personal event title field is optional, it is designed to help you keep track of your events by labeling them. For example - " First Quarter Sales Kickoff Dinner "

Click 'Next' to continue.

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## STEP 3

If your event requires total privacy, indicate 'yes' under private room.

### Home

Note: Many restaurants charge a premium for private rooms, and bartenders. If your event requires audio/visual equipment, list them in the A/V Request field. If your guests have a music preference, list them in the Music Request field.

Note: For private parties, most restaurants will accommodate you with the music of your choice. You may consider bringing your own CD's or hiring your own entertainment.

Click 'Next' to continue.

Fill in your Audio/Visual Needs from the choices below and click

- |                                                     |                                                                    |
|-----------------------------------------------------|--------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Podium          | <input checked="" type="checkbox"/> Video Conferencing             |
| <input type="checkbox"/> Microphone                 | <input checked="" type="checkbox"/> Slide projector                |
| <input type="checkbox"/> Overhead                   | <input type="checkbox"/> Computer Monitor                          |
| <input checked="" type="checkbox"/> Internet Access | <input checked="" type="checkbox"/> Television <sup>215</sup>      |
| <input type="checkbox"/> Laptop/Desktop/Server      | <input type="checkbox"/> VCR                                       |
| <input type="checkbox"/> Lighting                   | <input type="checkbox"/> Screen                                    |
| <input type="checkbox"/> Data Show                  | <input type="checkbox"/> Other <input type="text"/> <sup>216</sup> |

### Decoration Request ?

Red, White and Blue

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Next

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## STEP 4

Fill in your information in the spaces below and click Next

Describing your event is the most important step to planning a successful meeting using E-Z Event.

Include all details about the group or meeting that will help the restaurant craft their proposal around these considerations

Event description ?

Beginning event for the Jones for Congress primary run. Event will be attended by key donors and supporters

Special request (i.e. music type, handicapped, vegetarian meal)?

vegetarian, upon request.

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[Next](#)

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*Example: This is our company anniversary dinner party. The Board of Directors will be present, as well as all employees. It also happens to be one of the Board Member's birthday. Use the Special request to ask the restaurants to accommodate your special needs.*

*Example: Could you arrange to have a birthday cake and singing waiters.*

Click 'Next' to continue.

FIG 10



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## STEP 5



Fill in your choices from the choices below and click Next

Use the space provided to identify the number of guests in your party. Use 'all' cuisine unless your event calls for a specific cuisine. Price range will help you to narrow your selections based on your budget.

People in party ? \*

50

Type of cuisine?

ALL

Price Range ?

\$\$\$

Location ? \*

Center City West

220

Go back

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\* Required input field

\$ - 10 and under

\$\$ - 10-15

\$\$\$ - 16-24

\$\$\$\$ - 25 and over

*Note: Selecting a limited menu will result in restaurants responding with a specific menu that caters to your event.*

*Selecting a limited menu can help you fix the food cost for your event.*

Click 'Next' to continue.

€1617

012 345 67 89  
012 345 67 89



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## STEP 6

Next

Change Cuisine

Here are the restaurants that best fit your description. Click more info to see a visual and description of the restaurant.





Check off the boxes next to the restaurants that you prefer.

[Home](#)

Note: Remember, this is an on-line marketplace where restaurants respond with competitive offers, feel free to check off multiple restaurants. Use the 'change cuisine' button to go back one screen to sort selections by cuisine.

Click 'Next' to continue.

HERE ARE YOUR SELECTIONS (\*Check all that apply) then push NEXT!

| Selections               |                                                                                      |                                                                                                                                                                                                                       |
|--------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *                        | Business                                                                             | Description                                                                                                                                                                                                           |
| <input type="checkbox"/> |     | <b>Annenberg Center for the Performing Arts</b><br>215-573-8626 University of Pennsylvania<br>The Annenberg Center for the Performing Arts opened in the Spring of 1970 as a producing theatre and...<br>☎ ☎ ☎ \$\$\$ |
| <input type="checkbox"/> |     | <b>Mahogany on Walnut</b><br>215-732-3992 1524 Walnut Street<br>Mahogany on Walnut will take you back to an uncomplicated time of fine cigars, sophisticated drinks ...<br>☎ ☎ \$\$\$                                 |
| <input type="checkbox"/> |  | <b>Rouge 99</b><br>215-732-6622 205 South 18th Street<br>A wonderful Parisian style café situated on Rittenhouse Square, one of Neil Stein's great restaurant....<br>☎ ☎ \$\$\$                                       |
| <input type="checkbox"/> |   | <b>La Terrasse</b><br>215-386-5000 3432 Sansom Street<br>At La Terrasse, an old favorite is reborn. Multi-level dining areas give way to a lower Terrace wit...<br>☎ ☎ ☎ \$\$\$                                       |

616-12



# ez event

## STEP 8

Welcome to your  
account! Here are  
some helpful links:

[Send](#)

[in](#)

[your](#)

Now: Clicking "delete" will  
remove the items from the  
list.

Click "Next" to continue.

To view the status of all pending RFP's, click STATUS BOARD => [Send Board](#) To create an additional event(s), [Click here](#)

### BID RECEIPT

| ID#  | Date      | Event Date | Name                   | Status    | Action     |
|------|-----------|------------|------------------------|-----------|------------|
| 1044 | 9/10/2000 | 9/10/2000  | Albans Restaurant      | Reviewing | Sent Email |
| 1045 | 9/10/2000 | 9/10/2000  | The Station Restaurant | Reviewing | Sent Email |
| 1046 | 9/10/2000 | 9/10/2000  | Ristorante Amore       | Reviewing | Sent Email |

John your bids were sent successfully! You will receive responses over the next 48 hours via e-mail.... Account number JODO493

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EVENT

create  
event

check  
responses

for  
restaurants

11/11/11

f16 14